

To: Jacobson, Doug[jacobson.doug@epa.gov]
From: Drammeh, Joan
Sent: Wed 8/12/2015 12:00:26 PM
Subject: RE: Overtime Pay Period 18

Doug,

You don't have to update your hours daily in SharePoint. Just need to confirm your pay grade and program code. I am not tracking any of the required meetings.

From: Jacobson, Doug
Sent: Tuesday, August 11, 2015 3:43 PM
To: Drammeh, Joan
Subject: RE: Overtime Pay Period 18

Joan,

Do I have to document my time during regular hours with a pay code in People Plus?

Is there a call today at 4 that I need to be on – trying to clarify your other invitation?

Thanks,

Doug

From: Drammeh, Joan
Sent: Tuesday, August 11, 2015 3:35 PM
To: Knabel, Jessica; Arias, Jack; Pham, Lisa; Gomez, Kendra; Johnson, Terrence; Khoury, Ghassan; Ibarra, Juan; Osowski, Sharon; Snyder, Shannon; Jacobson, Doug; Torres, Michael; Mueller, Brian; McElroy, Damon; Biggs, Tonia; Turner, LaDonna; Garcia, David; Ruhl, Christopher; Smalley, Bryant; Shaikh, Taimur; Bhattacharya, Dipanjana; Ofosu, Philip; Enders, Jhana

Subject: Overtime Pay Period 18

Importance: High

Good afternoon,

Overtime documents for pay period 18 have been placed in a secure folder on SharePoint. Please check the information regarding pay grades and program codes. Click the following link to access the Gold King Mine Spill SharePoint page to review your documents in the OVERTIME_PP18 folder:

<https://usepa.sharepoint.com/sites/R6/6SF/GKM>

If you are unable to access the SharePoint site, please send me your pay grade and program code. Thank you.

**NOTE: If you are having difficulty accessing SharePoint via cell phone, please try again on your government computer.

Respectfully,

Joan Drammeh

Community Involvement Coordinator

U.S. EPA Region 6

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